

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE

COMBINED DETAIL SUMMARY

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	1,658,392	1,785,420	1,804,440	1,859,160	1,871,870
120 Special Salaries	2,483	100	27,810	37,620	39,100
130 Overtime	18,024				
140 Employee Benefits	417,807	495,240	489,480	487,250	509,790
150 Planned Savings				(30,020)	(30,410)
SUBTOTAL PERSONAL SERVICES	2,096,706	2,280,760	2,321,730	2,354,010	2,390,350
210 Utilities					
220 Communications	63,581	69,180	67,760	69,200	69,490
230 Transportation and Training	3,390	13,980	13,980	4,410	4,410
240 Insurance		610	610		
250 Professional Fees	67,635	52,380	52,380	116,400	118,810
260 Data Processing	238,054	282,690	282,170	292,260	290,680
270 Equipment Contractuals	4,808	5,190	5,190	4,400	4,450
280 Building and Grounds Contractuals					
290 Other Contractuals	20,592	33,210	33,010	29,680	29,680
SUBTOTAL CONTRACTUAL SERVICES	398,060	457,240	455,100	516,350	517,520
310 Office Supplies	85,706	91,570	86,990	86,790	86,790
320 Clothing and Towels	149	60	60		
330 Chemicals					
340 Equipment Parts	310	1,670	1,670	1,450	1,450
350 Materials					
360 Equipment Supplies	721		12,000	12,000	12,000
370 Building Parts					
380 Non-Capitalizable Equipment	3,998	530	930	880	680
390 Other Commodities	79	3,000	3,000		
SUBTOTAL COMMODITIES	90,963	96,830	104,650	101,120	100,920
410 Land	430				
420 Buildings			19,710		
430 Improvements					
440 Office Equipment	7,374	280	7,380	1,400	1,400
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	7,804	280	27,090	1,400	1,400
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	2,593,532	2,835,110	2,908,570	2,972,880	3,010,190

FINANCE DEPARTMENT SUMMARY

The Finance Department budget provides for coordination of the financial affairs of the City, as well as providing various internal services/supplies for all departments. The Department includes the Director's Office and three divisions (1) Financial Management which includes Financial Planning and Research (Budget), Central Accounting, and Special Projects; (2) Management Services which includes Purchasing, Risk Management/Safety, Special Assessments, Records and Pension; and (3) Treasury which includes Investments, Revenue Management, and the City Hall Express. The Finance Department also administers the Internal Service Funds of Self-Insurance, Telecommunications, and Stationery Stores.

Budget Highlights

The adopted 1993 budget shows an increase of \$137,770 over the 1992 adopted budget. The approved 1994 budget increases by \$37,310 over the adopted 1993 budget. Absent organizational changes, the Finance budget would have shown a net decrease.

- ° The Treasury budget is increased (\$80,000 in 1992 revised, \$81,520 in 1993 adopted and \$85,530 in 1994 approved) for expansion of the Express Office. An additional two full-time and two part-time employees to accommodate the Water/ Sewer Department's conversion to monthly billings have been added.
- ° A full-time Customer Service Clerk and a part-time Customer Service Clerk are transferred from Municipal Court and the Water Department to Treasury for the Express Office. The transfers are part of a personnel consolidation plan to improve customer service and increase productivity (resulting in increases of \$36,810 in 1992 revised, \$38,570 in 1993 proposed, and \$40,080 in 1994.)
- ° The Alarm office in Emergency Communications has been reassigned to Treasury beginning in 1993 (increase of \$50,360 in 1993 and \$50,710 in 1994).
- ° A Customer Service Clerk is deleted from the Treasury Express Office due to the efficiency of cross-training employees (decrease of \$23,790 in 1993, \$25,280 in 1994).
- ° The parking meter collection activity will be contracted beginning in 1993 with projected savings of \$10,000.
- ° The Purchasing budget is decreased (\$7,440 in 1992 revised) due to the reduction of a position from full to part-time.

Budget Summary

	<u>1991 Actual</u>	<u>1992 Adopted</u>	<u>1992 Revised</u>	<u>1993 Adopted</u>
Personal Services	\$2,096,706	\$2,280,760	\$2,321,630	\$2,354,010
Contractual Services	398,060	457,240	455,100	516,350
Commodities	90,963	96,830	104,650	101,120
Capital Outlay	7,803	280	27,090	1,400
Total	<u>\$2,593,532</u>	<u>\$2,835,110</u>	<u>\$2,908,470</u>	<u>\$2,972,880</u>

CITY OF WICHITA 1993/94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	202,264	229,200	239,210	244,050	244,140
120 Special Salaries	2,400				
130 Overtime					
140 Employee Benefits	37,256	56,340	57,620	55,770	57,430
150 Planned Savings				(3,220)	(3,240)
SUBTOTAL PERSONAL SERVICES	241,920	285,540	296,830	296,600	298,330
210 Utilities					
220 Communications	2,025	3,040	3,040	2,400	2,410
230 Transportation and Training	1,119	11,610	11,610	1,130	1,130
240 Insurance					
250 Professional Fees	4,301				
260 Data Processing	15,552	15,350	15,350	15,550	15,550
270 Equipment Contractuals	378	1,130	1,130	400	400
280 Building and Grounds Contractuals					
290 Other Contractuals	1,299	850	850	680	680
SUBTOTAL CONTRACTUAL SERVICES	24,674	31,980	31,980	20,160	20,170
310 Office Supplies	1,653	4,050	4,050	2,060	2,060
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	1,653	4,050	4,050	2,060	2,060
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	268,247	321,570	332,860	318,820	320,560

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, billing, revenue collection and purchasing activities for the City, as well as the responsibilities of City Clerk. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, records management, special assessment and risk management systems.

POSITION TITLE	POSITIONS							
	1991 RVSD	1992 ADOPTED	1993 ADOPTED	1993 EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
Director of Finance	1	1	1	002	62,200	64,070	64,070	64,070
Assistant Director of Finan.	1	1	1	005	45,500	46,140	46,140	46,140
Management Services Director	1	1	1	006	51,740	56,650	56,650	56,650
Financial Projects Director	1	1	1	113	42,540	44,030	44,030	44,030
Administrative Secretary	1	1	1	620	25,050	26,240	26,240	26,240
Subtotal	5	5	5		227,030	237,130	237,130	237,130
ADD: Longevity					2,170	2,080	2,180	2,270
Employee Compensation							4,740	4,740
TOTAL					229,200	239,210	244,050	244,140

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 01 - DIRECTOR'S OFFICE
SECTION: 02 - TREASURY

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	351,022	381,090	382,480	382,560	389,240
120 Special Salaries	83	100	18,820	28,140	29,100
130 Overtime	4,088				
140 Employee Benefits	93,957	111,590	110,680	109,330	115,990
150 Planned Savings				(6,980)	(7,130)
SUBTOTAL PERSONAL SERVICES	449,150	492,780	511,980	513,150	527,200
210 Utilities					
220 Communications	25,984	26,120	26,510	31,840	31,910
230 Transportation and Training	30	1,380	1,380	1,380	1,380
240 Insurance		610	610		
250 Professional Fees	90			50,160	50,160
260 Data Processing	36,060	36,060	39,660	50,260	50,260
270 Equipment Contractuals	3,000	2,640	2,640	2,670	2,720
280 Building and Grounds Contractuals					
290 Other Contractuals	8,471	11,810	11,810	8,410	8,410
SUBTOTAL CONTRACTUAL SERVICES	73,635	78,620	82,610	144,720	144,840
310 Office Supplies	21,259	16,800	16,800	20,650	20,650
320 Clothing and Towels	96	60	60		
330 Chemicals					
340 Equipment Parts	193	200	200	700	700
350 Materials					
360 Equipment Supplies	721		12,000	12,000	12,000
370 Building Parts					
380 Non-Capitalizable Equipment	2,349	250	650	250	250
390 Other Commodities	40				
SUBTOTAL COMMODITIES	24,658	17,310	29,710	33,600	33,600
410 Land					
420 Buildings			19,710		
430 Improvements					
440 Office Equipment	1,695		7,100		
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	1,695		26,810		
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	549,138	588,710	651,110	691,470	705,640

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 01 - DIRECTOR'S OFFICE
 SECTION: 02 - TREASURY

The Treasury Section is responsible for all revenue management and investment activities. The revenue management function includes: collection and distribution of all City revenue including vendor and payroll disbursements; development of collection procedures and systems; daily cash reports; preparation of bank deposits; and parking meter coin collections. The Express Office oversees the accounting and collection of water utility bills and licensing. The investment function is responsible for projecting cash balances, maintaining cash position and administering investments of all funds including pooled funds and the City's self insurance fund.

POSITION TITLE	POSITIONS				1993 EMPLOYMENT			
	1991 RVSD	1992 ADOPTED	1993 ADOPTED	RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
Senior Accountant	2	2	2	115	70,890	59,880	59,880	59,880
Administrative Assistant	1	1	1	118	31,520	24,620	24,620	24,620
Associate Accountant	1	1	1	623	28,860	28,860	28,860	28,860
Administrative Aide II	0	0	1	623	0	0	28,860	28,860
Account Clerk II	2	2	2	619	47,840	47,830	47,830	47,830
Cashier II	1	1	0	619	22,660	0	0	0
Customer Service Clerk II	0	0	1	619	0	21,550	22,750	23,920
Account Clerk I	3	3	0	617	65,550	0	0	0
Parking Meter Coin Collector	2	2	0	617	42,570	43,350	0	0
Customer Service Clerk I	3	3	8	617	56,110	153,320	158,840	163,910
Cust. Serv. Clerk I (PT-50%)	1	1	0	617	10,360	0	0	0
Subtotal	16	16	16		376,360	379,410	371,640	377,880
ADD: Longevity					4,730	3,070	3,590	3,800
Employee Compensation							7,430	7,560
Subtotal					381,090	382,480	382,660	389,240
Customer Serv Clerk (PT-50%)	0	0	3	617	0	18,720	28,040	29,000
TOTAL	16	16	19		381,090	401,200	410,700	418,240

CITY OF WICHITA 1993/94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 01 - FINANCIAL PLANNING AND RESEARCH

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	200,549	251,520	229,860	276,270	277,600
120 Special Salaries					
130 Overtime	225				
140 Employee Benefits	49,968	68,160	62,310	69,210	72,120
150 Planned Savings				(4,030)	(4,080)
SUBTOTAL PERSONAL SERVICES	250,742	319,680	292,170	341,450	345,640
210 Utilities					
220 Communications	3,699	3,340	3,340	3,710	3,750
230 Transportation and Training	78				
240 Insurance					
250 Professional Fees	400			400	400
260 Data Processing	31,872	31,980	31,980	31,930	31,930
270 Equipment Contractuals		100	100	80	80
280 Building and Grounds Contractuals					
290 Other Contractuals	146	620	620	170	170
SUBTOTAL CONTRACTUAL SERVICES	36,195	36,040	36,040	36,290	36,330
310 Office Supplies	18,510	23,380	23,380	20,620	20,620
320 Clothing and Towels	53				
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment	338			350	150
390 Other Commodities	24	3,000	3,000		
SUBTOTAL COMMODITIES	18,925	26,380	26,380	20,970	20,770
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment				700	700
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY				700	700
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	305,862	382,100	354,590	399,410	403,440
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CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
ACTIVITY: 01 - FINANCIAL PLANNING AND RESEARCH

The Financial Planning and Research section supervises the development and administration of the annual budget. This section also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this section is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget adjustments and financial studies for conformance to City policies.

POSITION TITLE	POSITIONS				1993			
	1991 RVSD	1992 ADOPTED	1993 ADOPTED	EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
Budget Officer	1	1	1	112	39,930	41,320	41,320	41,320
Revenue Officer	0	1	1	115	32,990	9,000	32,990	32,990
Senior Budget Analyst	3	3	3	115	106,360	95,040	110,770	110,770
Budget Analyst	2	2	2	117	51,760	62,500	62,500	62,500
Secretary II	1	1	1	618/19	19,550	20,720	21,880	23,090
Subtotal	7	8	8		250,590	228,580	269,460	270,670
ADD: Longevity					930	1,280	1,420	1,520
Employee Compensation							5,390	5,410
TOTAL					251,520	229,860	276,270	277,600

CITY OF WICHITA 1993/94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 02 - CENTRAL ACCOUNTING
ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	429,391	438,320	466,400	455,740	457,000
120 Special Salaries					
130 Overtime	1,392				
140 Employee Benefits	116,933	121,070	124,060	118,230	123,460
150 Planned Savings				(7,610)	(7,680)
SUBTOTAL PERSONAL SERVICES	547,716	559,390	590,460	566,360	572,780
210 Utilities					
220 Communications	8,399	11,390	10,710	8,400	8,480
230 Transportation and Training	297				
240 Insurance					
250 Professional fees	45,796	43,580	43,580	49,840	52,250
260 Data Processing	71,430	104,680	100,560	100,560	98,980
270 Equipment Contractuals	499			400	400
280 Building and Grounds Contractuals					
290 Other Contractuals	4,308	7,930	7,830	8,180	8,180
SUBTOTAL CONTRACTUAL SERVICES	130,729	167,580	162,680	167,380	168,290
310 Office Supplies	18,932	21,490	17,310	18,730	18,730
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	65	400	400	200	200
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment	822	280	280	280	280
390 Other Commodities					
SUBTOTAL COMMODITIES	19,819	22,170	17,990	19,210	19,210
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment				350	350
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY				350	350
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	698,264	749,140	771,130	753,300	760,630

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 02 - FINANCIAL MANAGEMENT
 SECTION: 02 - CENTRAL ACCOUNTING
 ACTIVITY: 01/02 - GENERAL ACCOUNTING/PAYROLL

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

POSITION TITLE	POSITIONS				1993			
	1991 RVSD	1992 ADOPTED	1993 ADOPTED	EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
Controller	1	1	1	008	42,500	46,870	46,870	46,870
Senior Accountant	4	2	2	115	53,130	73,260	73,260	73,260
Accountant	2	4	4	117	145,020	133,520	133,520	133,520
Industrial Analyst	1	1	1	117	36,890	36,890	36,890	36,890
Associate Accountant	1	1	1	623	28,860	28,860	28,860	28,860
Account Clerk III	2	2	2	621	52,480	52,480	52,480	52,480
Account Clerk II	2	2	2	619	46,570	47,830	47,830	47,830
Secretary	1	1	1	618/19	23,920	23,920	23,920	23,920
Clerk II	1	1	1	615	16,510	17,280	18,190	19,150
Subtotal	15	15	15		445,880	460,910	461,820	462,780
ADD: Longevity					5,600	5,490	5,780	6,060
Employee Compensation							9,240	9,260
LESS: 50% Senior Accountant								
Charge to capital projects					(13,160)		(21,100)	(21,100)
TOTAL					438,320	466,400	455,740	457,000

CITY OF WICHITA 1993/94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 04 - SPECIAL ASSESSMENTS

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	127,578	136,450	141,230	147,120	150,360
120 Special Salaries					
130 Overtime	452				
140 Employee Benefits	31,376	40,540	40,410	40,760	43,370
150 Planned Savings				(2,300)	(2,360)
SUBTOTAL PERSONAL SERVICES	159,406	176,990	181,640	185,580	191,370
210 Utilities					
220 Communications	3,889	3,670	3,670	3,810	3,830
230 Transportation and Training					
240 Insurance					
250 Professional Fees	55				
260 Data Processing	21,439	21,350	21,350	32,420	32,420
270 Equipment Contractuals	303	100	100	100	100
280 Building and Grounds Contractuals					
290 Other Contractuals	1,800	1,680	1,680	1,680	1,680
SUBTOTAL CONTRACTUAL SERVICES	27,485	26,800	26,800	38,010	38,030
310 Office Supplies	3,722	4,860	4,860	4,010	4,010
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts		720	720	450	450
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	3,722	5,580	5,580	4,460	4,460
410 Land	430				
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	430				
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	191,043	209,370	214,020	228,050	233,860

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - FINANCIAL MANAGEMENT
SECTION: 04 - SPECIAL ASSESSMENTS

The Special Assessments section is responsible for maintaining files on all public improvement projects to be in General Obligation bond sales; scheduling and coordinating bond sales and appraisers' hearings; ownership list preparation on project benefit districts, calculation of assessments to each benefit district, preparation of ordinance levying assessments, and transcript assembly on projects in each bond sale; maintaining special assessment tax records on each parcel of land having City of Wichita specials, Airport and Water Department specials, delayed and deferred specials, and City owned property; processing 30-day cash payments, miscellaneous payments, pre-paid specials, and bond and interest payments; spreading specials to the tax roll; certifying specials to the County; and, reapportioning specials to all parcels which have been split, replatted or newly platted.

POSITION TITLE	POSITIONS			1993				
	1991 RVSD	1992 ADOPTED	1993 ADOPTED	1993 EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
Spec. Assessment Coordinator	1	1	1	117	36,570	38,800	38,800	38,800
Administrative Aide I	1	1	1	620	25,050	25,050	25,050	25,050
Account Clerk II	1	1	1	619	20,330	21,460	22,660	23,920
Data Control Clerk	2	2	2	617	39,040	39,790	40,760	41,790
Clerk I	1	1	1	613	14,610	15,120	15,900	16,710
Subtotal	6	6	6		135,600	140,220	143,170	146,270
ADD: Longevity					850	1,010	1,090	1,160
Employee Compensation							2,860	2,930
TOTAL					136,450	141,230	147,120	150,360

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 01 - PURCHASING

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	236,185	238,300	230,860	235,580	235,720
120 Special Salaries			8,990	9,480	10,000
130 Overtime	928				
140 Employee Benefits	58,026	66,550	63,360	62,490	65,230
150 Planned Savings				(3,770)	(3,800)
SUBTOTAL PERSONAL SERVICES	295,139	304,850	303,210	303,780	307,150
210 Utilities					
220 Communications	14,480	14,530	14,530	14,530	14,580
230 Transportation and Training	220				
240 Insurance					
250 Professional Fees					
260 Data Processing	45,765	56,330	56,330	42,410	42,410
270 Equipment Contractuals	222	400	400	330	330
280 Building and Grounds Contractuals					
290 Other Contractuals	293	600	600	600	600
SUBTOTAL CONTRACTUAL SERVICES	60,981	71,860	71,860	57,870	57,920
310 Office Supplies	11,310	11,000	11,000	11,000	11,000
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts		350	350	100	100
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities					
SUBTOTAL COMMODITIES	11,310	11,350	11,350	11,100	11,100
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment		280	280	350	350
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY		280	280	350	350
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	367,430	388,340	386,700	373,100	376,520

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 01 - PURCHASING

This section serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property.

POSITION TITLE	POSITIONS			1993 EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
	1991 RVSD	1992 ADOPTED	1993 ADOPTED					
Purchasing Manager	1	1	1	114	38,800	38,800	38,800	38,800
Senior Buyer	1	1	1	116	35,090	35,090	35,090	35,090
Buyer	2	2	2	118	61,720	63,130	63,130	63,130
Secretary	3	3	2	618/619	66,570	47,830	47,830	47,830
Account Clerk I	1	1	1	617	21,850	21,850	21,850	21,850
Data Control Clerk	1	1	1	617	21,850	21,850	21,850	21,850
Subtotal	9	9	8		245,880	228,550	228,550	228,550
ADD: Longevity					2,240	2,310	2,460	2,600
Employee Compensation							4,570	4,570
Subtotal					248,120	230,860	235,580	235,720
Secretary (PT-50%)			1			8,990	9,480	10,000
LESS Charge to Contracts Administration (1/2 Secretary)					(9,820)			
TOTAL			9		238,300	239,850	245,060	245,720

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 01 - RECORDS

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	49,827	50,750	51,760	52,830	52,880
120 Special Salaries					
130 Overtime	9,690				
140 Employee Benefits	13,256	14,570	14,410	14,280	14,980
150 Planned Savings				(1,090)	(1,100)
SUBTOTAL PERSONAL SERVICES	72,773	65,320	66,170	66,020	66,760
210 Utilities					
220 Communications	1,630	2,020	2,020	1,650	1,660
230 Transportation and Training		990	990	700	700
240 Insurance					
250 Professional Fees	16,009	8,800	8,800	16,000	16,000
260 Data Processing	4,476	4,480	4,480	6,670	6,670
270 Equipment Contractuals	321	820	820	420	420
280 Building and Grounds Contractuals					
290 Other Contractuals	3,209	9,220	9,220	9,760	9,760
SUBTOTAL CONTRACTUAL SERVICES	25,646	26,330	26,330	35,200	35,210
310 Office Supplies	6,583	6,210	6,210	6,540	6,540
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts					
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment					
390 Other Commodities	15				
SUBTOTAL COMMODITIES	6,597	6,210	6,210	6,540	6,540
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment					
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY					
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	105,016	97,860	98,710	107,760	108,510

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 03 - MANAGEMENT SERVICES
 SECTION: 02 - RECORDS AND BENEFITS
 ACTIVITY: 01 - RECORDS

The Records section is responsible for acting as ex-officio clerk of the Board of City Council members, the Board of Bids and Contracts and Staff Screening and Selection Committee, and preparing minutes of all meetings and performing such other duties as may be directed by the Director of Finance.

POSITION TITLE	POSITIONS							
	1991 RVSD	1992 ADOPTED	1993 ADOPTED	1993 EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
Administrative Assistant	1	1	1	118	26,240	27,270	27,270	27,270
Secretary	1	1	1	618/19	23,920	23,920	23,920	23,920
Subtotal	2	2	2		50,160	51,190	51,190	51,190
ADD: Longevity					590	570	620	670
Employee Compensation							1,020	1,020
TOTAL					50,750	51,760	52,830	52,880

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - BENEFITS

	1991 ACTUAL	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
110 Regular Salaries	61,577	59,790	62,640	64,910	64,930
120 Special Salaries					
130 Overtime	1,249				
140 Employee Benefits	17,034	16,420	16,630	17,180	17,210
150 Planned Savings				(1,020)	(1,020)
SUBTOTAL PERSONAL SERVICES	79,860	76,210	79,270	81,070	81,120
210 Utilities					
220 Communications	3,476	5,070	3,940	2,860	2,870
230 Transportation and Training	1,646			1,200	1,200
240 Insurance					
250 Professional Fees	984				
260 Data Processing	11,460	12,460	12,460	12,460	12,460
270 Equipment Contractuals	85				
280 Building and Grounds Contractuals					
290 Other Contractuals	1,065	500	400	200	200
SUBTOTAL CONTRACTUAL SERVICES	18,716	18,030	16,800	16,720	16,730
310 Office Supplies	3,737	3,780	3,380	3,180	3,180
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts	53				
350 Materials					
360 Equipment Supplies					
370 Building Parts					
380 Non-Capitalizable Equipment	489				
390 Other Commodities					
SUBTOTAL COMMODITIES	4,278	3,780	3,380	3,180	3,180
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment	5,679				
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY	5,679				
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	108,533	98,020	99,450	100,970	101,030

CITY OF WICHITA 1993 / 94 ANNUAL BUDGET

FUND: 110 - GENERAL
 DEPARTMENT: 03 - FINANCE
 DIVISION: 03 - MANAGEMENT SERVICES
 SECTION: 02 - RECORDS AND BENEFITS
 ACTIVITY: 02 - BENEFITS

This activity is responsible for the overall coordination and direction of the City retirement systems and Deferred Compensation Plan of City employees. The activity acts as the administrative and financial arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Pension Manager also serves as a voting member of the Management Board of the Deferred Compensation Plan and on the investment and disability screening committees of both retirement boards.

POSITION TITLE	POSITIONS							
	1991 RVSD	1992 ADOPTED	1993 ADOPTED	1993 EMPLOYMENT RANGE	1992 ADOPTED	1992 REVISED	1993 ADOPTED	1994 APPROVED
Pension Manager	1	1	1	112	40,980	39,330	39,330	39,330
Administrative Aide II	1	0	0	623	0	0	0	0
Secretary	1	1	1	618/19	18,610	22,950	23,920	23,920
Subtotal	3	2	2		59,590	62,280	63,250	63,250
ADD: Longevity					200	360	390	410
Employee Compensation							1,270	1,270
TOTAL					59,790	62,640	64,910	64,930

NOTES

LAW DEPARTMENT SUMMARY

The Law Department provides legal counsel to the City Council, City Manager and all departments, boards, agencies, and commissions of the City. The legal staff represents the City in legal actions and prosecutes cases in Municipal Court. Other responsibilities include preparation of ordinances and other legal instruments and issuance of legal opinions. This office administers a diversion program for first-time drunk driving offenders, prosecutes cases in Environmental Court and manages the Domestic Violence Program.

Budget Highlights

The 1993 adopted budget shows a decrease of \$41,910 from the 1992 adopted budget. The 1994 approved budget reflects an increase of \$9,550 over the 1993 adopted budget.

- ° Two part-time Probation Officer positions were deleted (\$16,890). These positions were originally created to assist in domestic violence deferred judgment; however, these services are covered under a grant-supported contract with the local YWCA.
- ° A part-time Attorney position has been eliminated (\$38,000). This position was one of three part-time attorneys. These attorneys handle workers' compensation and small claims litigation against the City. Only two of these positions have been used; the third position has been held vacant, but retained in the event the case load increased.
- ° A special purpose grant from the Department of Housing and Urban Development to support the City's Domestic Violence program will provide a prosecuting attorney (\$38,000), paralegal interns (\$22,500), and additional deferred judgment services (\$25,530).

Budget Summary

	1991 <u>Actual</u>	1992 <u>Adopted</u>	1992 <u>Revised</u>	1993 <u>Adopted</u>
Personal Services	\$867,113	\$984,440	\$970,460	\$946,400
Contractual Services	114,096	111,480	106,340	106,760
Commodities	14,481	10,500	11,800	11,350
Capital Outlay	0	0	0	0
Other	0	0	0	0
Total	<u>\$995,690</u>	<u>\$1,106,420</u>	<u>\$1,088,600</u>	<u>\$1,064,510</u>
